Job details

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Supplemental	Click to view Supplemental Application Information
	ALL APPLICANTS FOR THIS JOB ANNOUNCEMENT ARE REQUIRED TO COMPLETE AND ATTACH THE SUPPLEMENTAL APPLICATION INFORMATION FORM TO THEIR STANDARD EMPLOYMENT APPLICATION.
Bulletin Number	41016BR
Type of Recruitment	Departmental Promotional Opportunity
Department	Mental Health
Position Title	PRINCIPAL INFORMATION SYSTEMS ANALYST
Exam Number	22594K
Filing Type	Open Continuous
Filing Start Date	08/14/2014
Salary Type	Monthly
Salary Minimum	7098.18
Salary Maximum	9310.00
Benefits Information	**Non-Represented Employees** • Cafeteria Benefit Plan • Contributory Defined Benefit Retirement Plan • Matched 401(k) Savings and Deferred Compensation & Thrift Plans • 11 Paid Holidays • 10 paid leave days and option to buy one to 20 more • Flexible Work Schedules
General Information	In accordance with AB218, no information on Convictions will be required from applicants with the application. Applicants will be required to complete a Candidate Conviction History Questionnaire (CCHQ) at a later time as part of the selection process.
Position/Program Information	Performs highly specialized and complex information systems analysis and design tasks, and provides technical leadership in IT strategic planning, business automation planning, business process improvement and application development. Acts as a lead or technical consultant for complex systems development projects and may supervise lower level Information Systems Analysts and other technical staff. This is the principal-level in the Information Systems Analyst series and generally reports to an Information Technology manager. Positions require the application of significant technical knowledge and analytical skills necessary to design or develop information systems solutions in complex problem areas. Incumbents understand and are able to apply

advanced principles, concepts, and methods of application analysis and design. Incumbents work on one or more major systems, which are characterized by their critical nature, size, application, or technical complexity. Incumbents play a lead role in defining requirements for or designing application functionality and performance characteristics. Principal information systems analysts may provide technical direction for a project or application, or a portion or module of a very large and complex project or application, and may lead a team of analysts, developers, other technical staff, and subject matter experts engaged in all phases of the system development lifecycle. Information Systems Analysts are distinguished from Application Developers in that incumbents focus on the analysis, design, testing and systems implementation tasks and do not perform programming duties as an essential job function. They are distinguished from Senior Information Systems Analyst by the incumbents serving as technical experts involving information systems design along with project lead or supervisory responsibilities

Essential Job Functions

Provides leadership and highly specialized expertise for the development of a Risk Management program.

Leads in the review, development and implementation of departmental Information Security policies and standards related to Operations Security.

Provides specialized expertise for development and introduction of new innovative security initiatives in alignment with Industry Best Practices.

Performs Enterprise-wide risk assessments to identify potential threats. Creates risk mitigation plans in response to identified gaps and deficiencies.

Monitors for departmental compliance with County policies, legislation and agreements.

Participates in process development to ensure Information Security Policy and standards are applied appropriately.

Serves as Project Manager for enterprise-wide Information Security Objectives.

Participates in Countywide Computer Emergency Response Team (CCERT), Departmental COmputer Emergency Response Team (DCERT), and Security Engineering Teams (SET)

Requirements

SELECTION REQUIREMENTS

Graduation from an accredited* college with a bachelor's degree in Computer Science, Information Systems, or a closely related field, and four (4) years of progressively more responsible, full-time, paid experience in a centralized

Information Technology organization performing information systems analysis and design for complex systems** in a regulated industry***.

Physical Class	**Physical Class II —** Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Desirable Qualifications

- Certified Information Systems Security Profession (CISSP)
- Certified Ethical Hacker (CEH)
- Experience in risk assessment, analysis and implementing information security projects.

Special Requirement Information

** Complex Systems is defined in the County of Los Angeles as organizations with multiple sites and users using information technology systems to store and retrieve information.

***Regulated Industry is defined in the Los Angeles County as organizations in fields such as healthcare or financial services which maintain information classified as protected by the Health Insurance Portability and Accountability Act (HIPAA) or Financial Privacy Rules .

Transcripts and Certifications: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, or Masters degree, or for completion of a certification program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area specialization; or official certificates with your application or during the exam process.

Accreditation Information

Accreditation: *Accredited instituitions are those listed in teh publications of regional, national, or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropirate, are degrees that have been evaluated and deeemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Examination Content

Examination will consist of two parts:

Part I - Rating from Record Weighted 50%. The Rating from Record will

evaluate experience based on application information and the information submitted on the Supplemental Application Form at the time of filing.

QUALIFIED APPLICANTS WHO DO NOT SUBMIT A COMPLETED SUPPLEMENTAL APPLICATION FORM ALONG WITH THEIR COUNTY APPLICATION WILL NOT BE ACCEPTED AND WILL NOT PROCEED TO PART II.

Part II - Appraisal of Promotability weighted 50%. The Appraisal of Promotability (AP) will evaluate Job Knowledge & Skills, Interpersonal & Oral and Written Communication Skills, Decision Making, Problem Solving Ability and Supervision.

CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% ON EACH WEIGHTED PART IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.

Vacancy Information

The resulting eligible register from this examination will be used to fill one (1) vacant position within the Department of Mental Health, Chief Information Office Bureau, Information Security Division.

Eligibility Information

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve(12) months following the date of promulgation.

Retake: No person may compete for this examination more than once in a twelve (12) month period.

Job Opportunity Information

Restricted to permanent employees of the above Department who have successfully completed their initial probationary period.
Verification of Experience: OUT OF CLASS EXPERIENCE WILL BE ACCEPTED FOR THIS EXAMINATION, HOWEVER VERIFICATION OF EXPERIENCE LETTERS (VOEL) WILL NOT BE REQUIRED. ALL INFORMATION INCLUDED IN THE APPLICATION MATERIAL, INCLUDING INFORMATION DESCRIBING OUT OF CLASS EXPERIENCE, WILL BE EVALUATED AT FACE VALUE TO DETERMINE QUALIFICATION. PLEASE NOTE THAT ALL INFORMATION INCLUDED IN THE APPLICATION MATERIALS IS SUBJECT TO VERIFICATION AT ANY POINT DURING THE EXAMINATION AND HIRING PROCESS, INCLUDING AFTER AN APPOINTMENT HAS BEEN MADE. FALSIFICATION OF ANY INFORMATION MAY RESULT IN DISQUALIFICATION.
Withhold Information: Permanent employees who have completed their initial probationary period may file for this examination if they are within six months of meeting the experience requirements by the last day of filing.

Application and Filing Information

Applicants are required to complete and submit an online Los Angeles County Employment Application AND Supplemental Questionnaire in order to be considered for this examination. Paper applications, resumes, or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire.

INSTRUCTIONS FOR FILING ONLINE:

Apply online by clicking on the tab above or below this bulletin that reads, Apply to Job so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and supplemental Questionnaire by 5:00

pm PST, on the last day of filing.

Clear and legible copies of the required documents (e.g. Diploma, Official Transcripts, License, Certificates, etc. MUST BE uploaded as attachments during application submission -OR- sent by email to hshannon@dmh.lacounty.gov at the time of application submission or during the examination process.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

Applications may be rejected at any stage during the selection process. Applications with missing information required for evaluation will not be accepted.

All information supplied by applicants is subject to verification.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

COUNTY OF LOS ANGELES BULLETIN INFORMATION

OR

Visit http://hr.lacounty.gov to view the above information. Click on Job Info Center

Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

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Teletype Phone	800-735-2922
California Relay Services Phone	800-735-2922
Job Field	Information Technology
Job Type	Officials and Administrators

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